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ABSTRACT

Local inservice coordinators and advisors worked with Louisiana State Department of Education personnel to develop and implement this plan for compliance with teacher inservice education mandates of Act 10. Through the guidelines of Act 10, resulting inservice teacher education programs will be successful in improving teacher effectiveness. This packet lists the guidelines of Act 10 that the school districts are expected to follow on one side of the page. On the other side, there are spaces for local school authorities to list the programs and procedures that fulfill these requirements. It is designed so that local authorities can keep the guideline section and send their program descriptions to the state department of education. The completed plans present: (1) dates, times, and locations of upcoming inservice programs; (2) identities of local inservice coordinators and planning committee members; (3) teacher needs assessment information; and (4) evidence that teacher needs were considered in planning the inservice program. A selected bibliography on staff development and the forms to be used for teacher needs assessment and program evaluation are appended. (FG)

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ACT 10

inservice guidelines

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1981-82

BULLETIN 1625

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ACT 10

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INSERVICE EDUCATION 1981-82

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FOREWORD

It has long been recognized that the quality of education depends in large part upon the quality of teachers in our public schools. Successful inservice programs are a means of improving the effectiveness of teachers. Through the provisions of Act 10, the Louisiana Legislature created the opportunity for credible and valuable inservice programs. Local inservice coordinators and advisory committees and state inservice committee members have responded to this opportunity by working with State Department of Education personnel to develop and implement the Act 10 Inservice Education Guidelines. I commend the work of these contributors.

All participating teachers have also contributed to program planning by responding to the needs assessments upon which the inservice programs are based and by evaluating the programs to provide information for use in continuing program improvements.

The accountability movement gave impetus to the legislative requirement that all teachers regularly participate in inservice programs. Quality inservice programs are attainable and such programs can make a difference in the quality of learning by the children and young people in Louisiana's public schools.

J. KELLY NIX
State Superintendent

1981-82 ACT 10 INSERVICE EDUCATION PLAN

Submitted by: _____
(Parish or City School System)

Approved: _____
(Superintendent)

Approved: _____
(School Board President)

PLEASE READ THESE DIRECTIONS BEFORE PROCEEDING

This is your 1981-82 Act 10 inservice education plan. No other information is required if this packet is completed correctly. Please read the Guidelines contained on the left side of this packet and fill out the right side of the packet pertaining to inservice education programs planned for your parish or city school system. After you have completed the inservice plan, please detach the right side of the packet by cutting along the dotted line; staple the pages together; and mail to:

Louisiana State Department of Education
Bureau of Curriculum, Inservice, and
Staff Development
Attention: Dr. Sylvia Torbet, Room 605 or
Mrs. Carol Naquin, Room 603
P. O. Box 44064
Baton Rouge, Louisiana 70804

(Please retain a copy for your school system.)

1. Each parish and city school system shall plan appropriate Act 10 inservice education programs for "teachers."* Programs of at least 12 hours duration should be conducted within the minimum school session (180 days) and/or regular school day.

*"teacher": La. R.S. 17:441(1)"Any employee of any parish or city school board who holds a teacher's certificate and whose legal employment requires such certificate."

1. Please indicate dates, times, location(s), and level of involvement on the lines below for each of the Act 10 inservice education programs which have been planned for your parish:

Date_____ Times_____

Specific location(s)_____

_____

(check appropriate boxes)

/_/ parish level
/_/ school level
/_/ other (specify)_____

_____

Date_____ Times_____

Specific location(s)_____

_____

/_/ parish level
/_/ school level
/_/ other (specify)_____

_____

Date_____ Times_____

Specific location(s)_____

_____

/_/ parish level
/_/ school level
/_/ other (specify)_____

_____

Total Time:_____hours

(Must be at least 12 hours)

(Additional pages may be submitted as needed.)

2. "Teachers" participating in Act 10 inservice programs conducted outside the minimum school session and/or regular school day must "be compensated at a rate of no less than the average daily salary of a first year teacher with a bachelors degree in the particular parish or city school system" in which he/she is employed, as mandated by Act 10.

2. Complete the following information only if proposed Act 10 inservice programs are to be conducted outside the minimum school session and/or school day:

"Teachers" will be compensated at the rate of $_____ per day.

3. Each local education agency will designate an Act 10 inservice coordinator from the central office whose name will be submitted with the LEA's Act 10 inservice education plan. The responsibilities of the inservice coordinator include the following:

   a) receiving all information from the State Department of Education relative to planning, implementing, and evaluating Act 10 inservice education activities;

   b) disseminating the standardized needs assessment and follow-up evaluation received with this packet to all "teachers" prior to planning Act 10 inservice sessions;

   c) collecting completed follow-up evaluations and returning these evaluations to the State Department of Education, Bureau of Curriculum, Inservice, and Staff Development;

   d) coordinating a parish-wide Act 10 inservice education planning committee;

   e) ensuring that Act 10 inservice sessions are based on the results of the needs assessments;

   f) ensuring that at least one inservice session is designed to disseminate information received from the State Department of Education relative to legislative mandates;

   g) ensuring that the Act 10 inservice education plan contained on the right side of this packet is completed and returned to the State Department of Education by the inservice planning committee;

   h) ensuring that each individual Act 10 inservice session conducted is evaluated by every participant;

   i) ensuring that the inservice planning committee completes a standardized evaluation summary form received with this packet for every inservice session conducted and returns the evaluation summary sheets to the State Department of Education; and

   j) recommending coordination of Act 10 inservice activities with other professional growth activities for continuation, and assisting in this endeavor.

3. Please list information related to the LEA Act 10 inservice coordinator on the lines below:

Name: _____

Position: _____

Address: _____ (at LEA)

_____

Telephone: _____ (at LEA)

4. The Act 10 inservice education planning committee shall include teacher representatives from the areas listed below. The committee should be comprised of persons who either have been recommended or who have volunteered to serve and the majority of the members should be changed each ye . The committee members should be representative of the local school system, e.g., small, rural, inner-city, urban. If your system lacks staff in any of these areas, please provide representatives from as many of the areas as possible.
   a) Art
   b) Business Education
   c) Counselors
   d) Elementary (4-6)
   e) English/Language Arts
   f) Home Economics
   g) Kindergarten
   h) Librarians
   i) Mathematics
   j) Music
   k) Physical Education
   l) Primary (1-3)
   m) Principals and School-Based Administrators
   n) Science
   o) Social Studies
   p) Special Education
   q) Supervisors
   r) Trade and Industrial Education

(Additional persons may be utilized as necessary.)

4. Please list the names and telephone numbers of planning committee members on the lines below:

Art----------Name:_____
School:_____

Business Education---------Name:_____
School:_____

Counselors----------Name:_____
School:_____

Elementary (4-6)----------Name:_____
School:_____
Name:_____
School:_____

English/Language Arts------Name:_____
School:_____

Home Economics----------Name:_____
School:_____

Kindergarten----------Name:_____
School:_____

Librarians----------Name:_____
School:_____

Mathematics----------Name:_____
School:_____

Music----------Name:_____
School:_____

Responsibilities of the planning committee, working cooperatively with the inservice coordinator, shall be as follows:

1) overall planning of the parish's Act 10 inservice education activities;

2) reviewing all Act 10 inservice education plans (designed at either the parish level or the individual building level) for the purpose of ensuring that all Act 10 inservice plans meet the requirements of the established guidelines;

3) completing the Act 10 inservice education plan on the right side of this packet and returning this plan to the State Department of Education, Bureau of Curriculum, Inservice, and Staff Development by June 15 of each year (revisions may be submitted up to 60 calendar days prior to the inservice program); and

4) compiling the "teacher" evaluations of each Act 10 inservice session, using the results of these evaluations to complete a standardized evaluation summary form (included with this packet) for every inservice session conducted, and returning the evaluation summary forms to the State Department of Education, Bureau of Curriculum, Inservice, and Staff Development following the completion of the 12 hours of inservice.

14

Physical Education---------Name: _____
School: _____

Primary (1-3)----------Name: _____
School: _____
Name: _____
School: _____

Principals and School Based Administrators------Name: _____
School: _____
Name: _____
School: _____

Science----------Name: _____
School: _____

Social Studies----------Name: _____
School: _____

Special Education----------Name: _____
School: _____

Supervisors----------Name: _____
School: _____

Trade and Industrial Education-------Name: _____
School: _____

Other (Specify Area):

_____ Name: _____
School: _____

_____ Name: _____
School: _____

_____ Name: _____
School: _____

15

_____ Name: _____

School: _____

_____ Name: _____

School: _____

_____ Name: _____

School: _____

_____ Name: _____

School: _____

_____ Name: _____

School: _____

Please indicate dates, times, and location(s) of planning committee meetings:

Date: _____ Times: _____

Location(s): _____

Date: _____ Times: _____

Location(s): _____

Date: _____ Times: _____

Location(s): _____

Date: _____ Times: _____

Location(s): _____

(Additional pages may be submitted as needed.)

5. The following components must be included in all Act 10 inservice education plans submitted to the State Department of Education:

   A. Evidence that the standardized needs assessment provided with this packet was administered to all "teachers";

5 A. Please complete the information requested below:

_____ Number of teachers to whom the standardized needs assessment was administered

_____ Number of principals to whom the standardized needs assessment was administered

_____ Number of supervisory personnel to whom the standardized needs assessment was administered

_____ Other (specify)_____

_____

Using the results of the needs assessment administered to all "teachers," please list numerical totals by each topic listed below. If inservice programs are to be school based, the needs assessment results must be attached for each school.

_____ DIAGNOSING PUPILS' NEEDS

_____ TEACHING TO OBJECTIVES

_____ MOTIVATING STUDENTS TO LEARN

_____ PROVIDING VARIETY IN INSTRUCTIONAL ACTIVITIES

_____ IMPROVING CLASSROOM MANAGEMENT/DISCIPLINE

_____ MEETING THE NEEDS OF STUDENTS WITH VARYING BACKGROUNDS

_____ IDENTIFYING AND COPING WITH STRESS AND/OR BURNOUT

_____ DEVELOPING PRACTICAL UNIT LESSON PLANS

_____ ORGANIZING FOR TOTAL GROUP, SMALL GROUP, AND/OR INDIVIDUAL INSTRUCTION

_____ ADJUSTING LEARNING EXPERIENCES FOR THE CHILD WHO NEEDS SPECIAL INSTRUCTION

_____ESTABLISHING POSITIVE CLASSROOM ENVIRONMENTS FOR LEARNING

_____INCORPORATING STUDENTS' INTERESTS AND CULTURAL EXPERIENCES

_____MOTIVATING STUDENTS TO LEARN FROM PEOPLE OF OTHER CULTURES/ COUNTRIES

_____ESTABLISHING PARENT INVOLVEMENT/DEVELOPING PARENT CONFERENCE SKILLS

_____PROVIDING ALTERNATIVE TEACHING/LEARNING EXPERIENCES

_____IMPROVING COMMUNICATIONS AMONG TEACHERS OF DIFFERENT GRADE LEVELS AND/OR SUBJECT MATTER

_____UNDERSTANDING AND USING REQUIRED CURRICULUM GUIDES

_____ACQUIRING KNOWLEDGE OF CURRENT CURRICULAR TRENDS

_____UTILIZING INNOVATIVE TECHNIQUES

_____EVALUATING INSTRUCTIONAL OUTCOMES

_____ACQUIRING KNOWLEDGE OF MANDATED TESTING PROGRAMS

_____IMPROVING SUBJECT MATTER KNOWLEDGE

_____DEVELOPING STUDENTS' SELF-CONCEPTS

_____IDENTIFYING AND WORKING WITH STUDENTS HARMFULLY INVOLVED WITH DRUGS

_____OTHER (SPECIFY)_____

_____

_____

COMMENTS:_____

_____

_____

_____

_____

_____

_____

I. GROUPING

A. _____ PARISH-WIDE INSERVICE SESSIONS

_____ SCHOOL-BASED INSERVICE SESSIONS

_____ OTHER (SPECIFY) _____

_____

_____

B. _____ GENERAL GROUP SESSIONS

_____ SUBJECT AREA SESSIONS

_____ OTHER (SPECIFY) _____

_____

_____

COMMENTS: _____

_____

_____

II. CONSULTANTS

_____ TEACHERS FROM YOUR SCHOOL SYSTEM

_____ TEACHERS FROM OTHER SCHOOL SYSTEMS

_____ STATE DEPARTMENT OF EDUCATION PERSONNEL

_____ COLLEGE PROFESSORS

_____ PROMINENT EXPERTS

_____ OTHER (SPECIFY) _____

_____

_____

COMMENTS: _____

_____

_____

III. TIME

_____ TWO INSERVICE DAYS BACK TO BACK

_____ AT THE BEGINNING OF SCHOOL

_____ DURING THE SCHOOL YEAR

_____ OTHER (SPECIFY) _____

_____

_____

_____ TWO INSERVICE DAYS INTERSPERSED THROUGHOUT THE YEAR

_____ INSERVICE SESSIONS OF A FEW HOURS DURATION INTERSPERSED THROUGHOUT THE YEAR

_____ OTHER (SPECIFY) _____

_____

_____

COMMENTS: _____

_____

_____

IV. RECOMMENDATIONS FOR IMPROVEMENT OF ACT 10 INSERVICE EDUCATION IN YOUR SCHOOL SYSTEM: _____

_____

_____

_____

_____

_____

_____

B. Evidence that the results of the needs assessment were used as the basis for developing the Act 10 inservice education sessions;

C. Evidence that Act 10 inservice sessions are objective-based;

D. Evidence that the sessions reflect diversity from year to year*;

E. Evidence that Act 10 inservice sessions are balanced as to type, e.g., lecture, discussion, demonstration, workshop.

*Copies of Act 10 inservice education plans which have been implemented successfully will be available at the State Department of Education, Bureau of Curriculum, Inservice, and Staff Development.

26

5 B-E Using the highest identified needs of "teachers" revealed by the needs assessment results, please list topics of inservice education sessions to be conducted, the primary objective and type (lecture, discussion, demonstration, workshop, etc.) of each, the date and location of each, and the need addressed (taken from the results of the needs assessment survey).

TOPIC: _____

OBJECTIVE: _____

TYPE: _____ DATE: _____

LOCATION: _____

NEED ADDRESSED: _____

TOPIC: _____

OBJECTIVE: _____

TYPE: _____ DATE: _____

LOCATION: _____

NEED ADDRESSED: _____

TOPIC: _____

OBJECTIVE: _____

TYPE: _____ DATE: _____

LOCATION: _____

NEED ADDRESSED: _____

TOPIC: _____

OBJECTIVE: _____

TYPE: _____ DATE: _____

LOCATION: _____

NEED ADDRESSED: _____

27

TOPIC: _____

OBJECTIVE: _____

TYPE: _____ DATE: _____

LOCATION: _____

NEED ADDRESSED: _____

TOPIC: _____

OBJECTIVE: _____

TYPE: _____ DATE: _____

LOCATION: _____

NEED ADDRESSED: _____

TOPIC: _____

OBJECTIVE: _____

TYPE: _____ DATE: _____

LOCATION: _____

NEED ADDRESSED: _____

TOPIC: _____

OBJECTIVE: _____

TYPE: _____ DATE: _____

LOCATION: _____

NEED ADDRESSED: _____

(Additional pages may be submitted as needed.)

F. Evidence that at least one of the topics is designed to disseminate information received from the State Department of Education relative to legislative mandates.

5 F. Please list information below related to dissemination of information from the State Department of Education concerning legislative mandates:

TOPIC: _____

OBJECTIVE: _____

TYPE: _____ DATE: _____

LOCATION: _____

6. Act 10 inservice education plans must be submitted to the State Department of Education, Bureau of Curriculum, Inservice, and Staff Development by June 15 of each year. (Any revisions may be submitted up to 60 calendar days prior to the inservice program.)

7. A special, selected committee of State Department of Education supervisory staff will review the Act 10 inservice plans to ensure compliance with the established guidelines.

8. The local school system will receive notification of approval or disapproval of Act 10 inservice education plans within four weeks after the State Department of Education receives the system's plans. Disapproved plans must be revised by the LEA and resubmitted by August 1 of each year.

9. Each individual Act 10 inservice session conducted (listed on pages 11-13 of the inservice education plan) must be evaluated by each participant. The school system may use either the standardized evaluation form included with this packet or the school system's own evaluation form which must be submitted for approval with the inservice plan.

10. A standardized evaluation summary form included with this packet must be completed for every inservice session conducted (pages 11-13 of the inservice education plan). The evaluation summary forms are to be based on the evaluations completed by the participants and returned to the State Department of Education, Bureau of Curriculum, Inservice, and Staff Development following the completion of the 12 hours of inservice. (The information required on the summary sheets can be obtained from either the school system's evaluation form or from the standardized evaluation form included with this packet.

If you have any questions concerning these guidelines or Act 10 inservice education plans, please contact:

Dr. Sylvia Torbet, Assistant Director
Room 605 (504 342-1131)
Ms. Lisa Williams, Secretary

or

Mrs. Carol Naquin, Education Specialist
Room 603 (504 342-3422)
Mrs. Pamula Beacom, Secretary

Louisiana State Department of Education
Bureau of Curriculum, Inservice, and
Staff Development
P. O. Box 44064
Baton Rouge, Louisiana 70804

STATEWIDE ACT 10 INSERVICE EDUCATION COMMITTEE

Mrs. Lydia Grayson
Pineville High School
Pineville, Louisiana

Mr. Tracey Peterson
John McDonogh High School
New Orleans, Louisiana

Mrs. Pat LeJeune
Crowley High School
Crowley, Louisiana

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Basile, Louisiana

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Jefferson Federation of
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Bureau of Curriculum, Inservice,
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LOUISIANA STATE DEPARTMENT OF EDUCATION
1981-82 ACT 10 INSERVICE EDUCATION NEEDS ASSESSMENT SURVEY

SCHOOL SYSTEM:_____ SCHOOL:_____

Please indicate your present position:

Teacher___ Kindergarten___First Grade___Second Grade___Third Grade___
Fourth Grade___Fifth Grade___Sixth Grade___
Middle School/Junior High___High School___
Other (specify)_____
Subject Area (if applicable)_____

Principal___

Central Office-Based Administrator___

Other (specify)_____

DIRECTIONS: The Louisiana Legislature through the provisions of Act 10 created the opportunity for credible and valuable inservice education for Louisiana's educators. Act 10 requires each school system to utilize the advice of its teaching staff in developing Act 10 inservice plans; therefore, this needs assessment survey is designed to allow you an opportunity to identify areas of need in which you would like to focus your Act 10 inservice time during the 1981-82 school year.

AS STATED IN ACT 10, THE PURPOSE OF ACT 10 INSERVICE EDUCATION PROGRAMS IS "TO IMPROVE THE INSTRUCTIONAL SKILLS OF ALL TEACHERS; THEIR ABILITY TO COMMUNICATE WITH AND FOSTER LEARNING AMONG STUDENTS OF VARYING BACKGROUNDS; THEIR KNOWLEDGE OF THE SUBJECT MATTER THEY TEACH; AND INNOVATIVE TECHNIQUES IN TEACHING SUCH SUBJECT MATTER."

The following items relate to the purpose of Act 10 stated above. Please review the following items and circle your top three priorities:

1 DIAGNOSING PUPILS' NEEDS
2 TEACHING TO OBJECTIVES
3 MOTIVATING STUDENTS TO LEARN
4 PROVIDING VARIETY IN INSTRUCTIONAL ACTIVITIES
5 IMPROVING CLASSROOM MANAGEMENT/DISCIPLINE
6 MEETING THE NEEDS OF STUDENTS WITH VARYING BACKGROUNDS
7 IDENTIFYING AND COPING WITH STRESS AND/OR BURNOUT
8 DEVELOPING PRACTICAL UNIT LESSON PLANS
9 ORGANIZING FOR TOTAL GROUP, SMALL GROUP, AND/OR INDIVIDUAL INSTRUCTION
10 ADJUSTING LEARNING EXPERIENCES FOR THE CHILD WHO NEEDS SPECIAL INSTRUCTION
11 ESTABLISHING POSITIVE CLASSROOM ENVIRONMENTS FOR LEARNING
12 INCORPORATING STUDENTS' INTERESTS AND CULTURAL EXPERIENCES
13 MOTIVATING STUDENTS TO LEARN FROM PEOPLE OF OTHER CULTURES/COUNTRIES
14 ESTABLISHING PARENT INVOLVEMENT/DEVELOPING PARENT CONFERENCE SKILLS
15 PROVIDING ALTERNATIVE TEACHING/LEARNING EXPERIENCES
16 IMPROVING COMMUNICATIONS AMONG TEACHERS OF DIFFERENT GRADE LEVELS AND/OR SUBJECT MATTER
17 UNDERSTANDING AND USING REQUIRED CURRICULUM GUIDES
18 ACQUIRING KNOWLEDGE OF CURRENT CURRICULAR TRENDS
19 UTILIZING INNOVATIVE TECHNIQUES
20 EVALUATING INSTRUCTIONAL OUTCOMES
21 ACQUIRING KNOWLEDGE OF MANDATED TESTING PROGRAMS
22 IMPROVING SUBJECT MATTER KNOWLEDGE
23 DEVELOPING STUDENTS' SELF-CONCEPTS
24 IDENTIFYING AND WORKING WITH STUDENTS HARMFULLY INVOLVED WITH DRUGS
25 OTHER (SPECIFY)_____

_____

_____

COMMENTS:_____

_____

_____

_____

The following items are for informational purposes and for planning future Act 10 inservice sessions for your school system. Please check your preferences and add comments to specify your preferences if necessary.

I. GROUPING

WOULD YOU PREFER:

A. ____PARISH-WIDE INSERVICE SESSIONS
____SCHOOL-BASED INSERVICE SESSIONS
____OTHER (SPECIFY)_____

B. ____GENERAL GROUP SESSIONS
____SUBJECT AREA SESSIONS
____OTHER (SPECIFY)_____

COMMENTS:_____

II. CONSULTANTS

WOULD YOU PREFER:

____TEACHERS FROM YOUR SCHOOL SYSTEM
____TEACHERS FROM OTHER SCHOOL SYSTEMS
____STATE DEPARTMENT OF EDUCATION PERSONNEL
____COLLEGE PROFESSORS
____PROMINENT EXPERTS
____OTHER (SPECIFY)_____

COMMENTS:_____

III. TIME

WOULD YOU PREFER:

____TWO INSERVICE DAYS BACK TO BACK
____AT THE BEGINNING OF SCHOOL
____DURING THE SCHOOL YEAR
____OTHER (SPECIFY)_____

____TWO INSERVICE DAYS INTERSPERSED THROUGHOUT THE YEAR
____INSERVICE SESSIONS OF A FEW HOURS DURATION INTERSPERSED THROUGHOUT THE YEAR
____OTHER (SPECIFY)_____

COMMENTS:_____

IV. PLEASE MAKE RECOMMENDATIONS FOR IMPROVEMENT OF ACT 10 INSERVICE EDUCATION IN YOUR SCHOOL SYSTEM:_____

LOUISIANA STATE DEPARTMENT OF EDUCATION
ACT 10 INSERVICE EDUCATION FOLLOW-UP EVALUATION

SCHOOL SYSTEM:_____ SCHOOL:_____

During the past school year (1980-81), you took part in at least 12 hours of Act 10 inservice education activities. You evaluated the activities at that time, and we are now interested in knowing whether your estimate of the value has changed. Please complete the following information for as many of the sessions you attended as possible using the scale:

1---not at all 3---somewhat 5---very much

TOPIC OF SESSION ATTENDED:_____

FORMAT: LECTURE____ DISCUSSION____ DEMONSTRATION____ WORKSHOP____

OTHER (SPECIFY)_____

	Circle
1. Extent to which the inservice session met your expectations--------	1 2 3 4 5
2. Extent to which the inservice session has been of value to you in the classroom----------	1 2 3 4 5
3. Extent to which information received during the inservice session will be of value to you in the future----------	1 2 3 4 5
4. Extent to which you would recommend the inservice session to a colleague next year----------	1 2 3 4 5

TOPIC OF SESSION ATTENDED:_____

FORMAT: LECTURE____ DISCUSSION____ DEMONSTRATION____ WORKSHOP____

OTHER (SPECIFY)_____

	Circle
1. Extent to which the inservice session met your expectations--------	1 2 3 4 5
2. Extent to which the inservice session has been of value to you in the classroom----------	1 2 3 4 5
3. Extent to which information received during the inservice session will be of value to you in the future----------	1 2 3 4 5
4 Extent to which you would recommend the inservice session to a colleague next year----------	1 2 3 4 5

TOPIC OF SESSION ATTENDED:_____

FORMAT: LECTURE____ DISCUSSION____ DEMONSTRATION____ WORKSHOP____

OTHER (SPECIFY)_____

	Circle
1. Extent to which the inservice session met your expectations--------	1 2 3 4 5
2. Extent to which the inservice session has been of value to you in the classroom----------	1 2 3 4 5
3. Extent to which information received during the inservice session will be of value to you in the future----------	1 2 3 4 5
4. Extent to which you would recommend the inservice session to a colleague next year----------	1 2 3 4 5

Comments:_____

LOUISIANA STATE DEPARTMENT OF EDUCATION
1981-82 ACT 10 INSERVICE EDUCATION EVALUATION

(AN EVALUATION FORM MUST BE FILLED OUT BY ALL PARTICIPANTS FOLLOWING EACH INSERVICE SESSION.)

PART I (to be completed by school system before inservice session)

SCHOOL SYSTEM:_____ DATE:_____

TOPIC:_____

CONSULTANT:_____

TYPE OF FORMAT: LECTURE____ DISCUSSION____ DEMONSTRATION____ WORKSHOP____

OTHER_____

PRIMARY OBJECTIVE:_____

_____

PART II (to be completed by participant after inservice session)

Please rate each of the aspects of this inservice session using the scale:

1---not at all 3---somewhat 5---very much

	Circle
1. Extent to which the objective stated above was achieved----------	1 2 3 4 5
2. Extent to which the inservice session met your assessed needs---------	1 2 3 4 5
3. Extent to which the inservice session met your expectations----------	1 2 3 4 5
4. Extent to which you expect the inservice session to be of value to you in the classroom----------	1 2 3 4 5
5. Extent to which you would recommend the inservice session to a colleague next year----------	1 2 3 4 5

Comments:_____

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LOUISIANA STATE DEPARTMENT OF EDUCATION
1981-82 ACT 10 INSERVICE EDUCATION EVALUATION SUMMARY

(AN EVALUATION SUMMARY FORM MUST BE COMPLETED FOR EVERY INSERVICE SESSION CONDUCTED BASED ON THE RESULTS OF THE EVALUATIONS COMPLETED BY THE PARTICIPANTS.)

SCHOOL SYSTEM:_____ DATE:_____

TOPIC:_____

CONSULTANT:_____

TYPE OF FORMAT: LECTURE____ DISCUSSION____ DEMONSTRATION____ WORKSHOP____

OTHER_____

PRIMARY OBJECTIVE:_____

_____

NUMBER OF PARTICIPANTS:_____

Using the results of the evaluations completed by the participants in the above session, please list numerical totals by each number to the right: (1---not at all 3---somewhat 5---very much)

1. Extent to which the objective stated above was achieved------- 1 (____) 2 (____) 3 (____) 4 (____) 5 (____)

2. Extent to which the inservice session met participants' assessed needs---------- 1 (____) 2 (____) 3 (____) 4 (____) 5 (____)

3. Extent to which the inservice session met participants' expectations---------- 1 (____) 2 (____) 3 (____) 4 (____) 5 (____)

4. Extent to which participants expect the inservice session to be of value to them in the classroom---------- 1 (____) 2 (____) 3 (____) 4 (____) 5 (____)

5 Extent to which participants would recommend the inservice session to colleagues next year---------- 1 (____) 2 (____) 3 (____) 4 (____) 5 (____)

Comments:_____

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(Additional pages may be submitted as needed for comments.)